

Exhibit II

Annual Applicant Public Benefits & On-Going Compliance Self Certification Instructions

MOHCD Process for Monitoring the Annual Applicant Public Benefits and On-going Compliance Self Certification:

- For all Projects that received an Allocation, the Issuer is required to submit an Annual Applicant Public Benefits and On-going Compliance Self Certification form each year.
- The Asset Management Team will send the Borrower an email reminder each January 15th stating that the Annual Borrower Public Benefits & On-Going Compliance Self Certification Form (attached as **Error! Reference source not found.**) is due to MOHCD on February 1st.
 - This preformatted email will contain a list of instructions on how to complete the certification and an attached draft copy of the certification.
- The Annual Applicant Public Benefits and On-going Compliance Self Certification form are due to CDLAC March 1st.
 - For Projects that received a CDLAC Allocation prior to December 16, 2016, these certifications are due to CDLAC no later March 1st of each year; for Projects that received an Allocation after that date, these certifications are due to CDLAC no later than March 1st of each year until Project Completion, and then every 3 years thereafter.
 - Issuer intends to send a complete package of all certifications to CDLAC one week early.
- The Asset Management Team should complete the Annual Applicant Public Benefits and On-going Compliance Self Certification (the form of which is attached as **Error! Reference source not found.**).
- When this process is complete for a particular Project, the Asset Manager will—
 - Update the proper file in the Asset Management Database to reflect the same,
 - Print the certificate, and
 - Prepare and send package to CDLAC one week before March 1st at the following address: CDLAC/Certification of Compliance, 915 Capitol Mall, Room 311, Sacramento, CA 95814